

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: RESEARCH SPECIALIST V –
Community Justice Assistance Division

SALARY GROUP: B23

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Sharisa Jones DATE: 01/24/2022

POSITION #: 100169

I. JOB SUMMARY

Performs highly advanced research work. Work involves overseeing the development, implementation, and monitoring of specialized research projects pertaining to fiscal, administrative, and program functions. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees, plans, develops, coordinates, and monitors research studies, data quality improvement projects, and statistical reports and analyses; evaluates and reviews the scope and methodologies of research projects and areas to be evaluated; and develops and reviews policies and procedures used in conducting and administering research activities and report production.
- B. Conducts analyses and quality assurance activities to ensure that Community Supervision and Corrections Departments (CSCD) report accurate, complete, and timely community supervision data; coordinates evaluation studies for CJAD and CSCDs regarding effectiveness of community supervision programs and Battering Intervention and Prevention Programs (BIPP); and conducts data quality improvement reviews to include site visits, consultations with auditors, and solution testing with the Information Systems Section.
- C. Compiles statistics from the Texas Risk Assessment System (TRAS), Community Supervision Tracking System-Intermediate System (CSTS-ISYS), CJAD's integrated database, BIPP Monthly Activity Report data, and other CJAD data systems for reports, evaluations, fact sheets, and research studies.
- D. Designs SPSS syntax software for data analysis with documentation and instructs other team members in its usage; and reviews grant applications and strategic plans to advise CJAD staff about appropriate program coding for data reporting from CSCDs.
- E. Provides training and technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Public Administration, Research Methods, Sociology, Statistics, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning statistical analysis or research experience. Fifteen semester hours of graduate course work from a college or university accredited by an organization recognized by the CHEA or by the USDE in a related field may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Criminal justice experience preferred.
4. Experience in Statistical Package for the Social Sciences (SPSS), Statistical Analysis Software (SAS), R, or other equivalent statistical or analytics software preferred.

B. Knowledge and Skills

1. Knowledge of research methods, principles, techniques, and philosophies.
2. Knowledge of statistical concepts and methods and their application to research analysis.
3. Knowledge of standard and appropriate research sources and texts.
4. Knowledge of measurement, testing, and evaluation procedures.
5. Knowledge of relational databases and Structural Query Language (SQL).
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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9. Skill to develop and analyze measuring instruments with respect to reliability, relevance, and validity.
10. Skill to formulate research hypotheses and structure research designs to account for variables.
11. Skill in implementation of data quality control procedures and problem-solving techniques.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to review technical data and prepare technical reports.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill to plan work in order to meet established guidelines.
16. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
17. Skill to develop database queries and extract data from relational databases.
18. Skill in the use of statistical and analytical software programs.
19. Skill to produce and interpret statistical data charts and tables.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.